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14 October 1954

TO : Acting Chief of Logistics
FROM : Chief, Printing & Reproduction Division
SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached.

2. PROJECTS

a. Air Conditioning (continued item) -- This project is now about 75% complete. The unit heaters are completely installed except for re-connecting gas lines to all units and the installation of humidistats in the number 1 and 2 units. The air conditioning units in the Photostat Section are installed; the electricians are stymied pending the installation of the 2500 amp breaker tentatively set for 23 October 1954. No further information has been received from GSA on renovating the transformer room.

b. Renovation of Space for Motion Picture Facilities (continued item) -- No change.

c. Securing the Large Press Room (continued item) -- RE&C has advised that their requisition No. 25 covering this project was forwarded to Procurement Division 20 September 1954. As of 13 October 1954 the Contract Branch, Procurement Division had not received the requisition. A tracer is being placed on the requisition.

3. OTHER ITEMS OF INTEREST

25X1X4

a. Printing (continued item) -- The [REDACTED] booklet is in its final stage of processing. The job will be completed on schedule, i.e. 15 October 1954.

25X1X4

The other [REDACTED] booklet now in the plant went to press on 13 October 1954. Its production schedule is being met satisfactorily.

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b. OTR Motion Picture Support (continued item) -- Advance planning continues on the DCI security film. It has been determined that an extension cable temporarily installed will provide ample electrical facilities for operation of lights and cameras. It is planned to use three cameras simultaneously with lighting from four 1000 watt flood lights, four 1000 watt spot lights, and one 500 watt spot light. Kodachrome film will be used and actual filming is expected to take two hours. Two P&RD employees will assist in the shooting, one as a cameraman and the other as the sound recorder. Present tentative production schedule calls for arrangement and initial set up of props the afternoon of 28 October, lighting and exposure tests, 29 October, test film processing 1 November and actual filming on 3 November. This schedule depends on the concurrence of the DCI.

No change on the film shot at the Pentagon.

c. Rush Work (continued item) -- Four ORR reports were completed during the week. There are now 22 reports in the plant.

In a follow-up with ORR it was learned that this program is not as far along as originally planned. ORR is experiencing difficulty in concentrating adequate typing effort to produce the reports at the rate originally anticipated. Thus instead of the accelerated program being completed by late October or early November, it will continue probably through December at a slightly decreased rate.

ONE has three large Estimates scheduled; one for 15 October and the other two for 25 October 1954. Except for graphics these should not present any difficulty in production.

25X1C10b



f. Dissemination of Agency Regulatory Issuances (continued item)
-- No change.

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g. [REDACTED] Daily Publications (continued item) -- Every effort is being made to remove the blank pages from the [REDACTED] daily publications. Engineers from RE&C and A. B. Dick paper specialists from Chicago have examined the operation without devising a successful solution. Elimination of blanks by hand is extremely cumbersome and time consuming. Our bindery operations generally are suffering because of our concentration on the [REDACTED] publications.

The study is continuing to determine if it is feasible to start each new section on a right hand page.

The time issue in which names changes are effected on [REDACTED] distribution lists has been solved.

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4. SPECIAL PROBLEMS

a. None.

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WEEKLY PRODUCTION REPORT

WEEK ENDING
2 October 1954

OPERATION	UNIT	ON HAND	RECEIVED	TOTAL	STANDARD	PRODUCTION			HOURS WORKED	BACKLOG	MANHOURS OF WORK
						G	H	I			
A	B	C	D	E	F	21,714	3,351	25,065	20,487	20,487	20,487
PHOTOSTAT	PRINTS	19,440	22,761	42,201							
OZALID	PRINTS	17,793	559	18,352							
MICROFILM	FEET	24,961	4,249	29,210							
OZAPHANE	FEET	8,705	8,230	16,935							
MICROTRONICS	PRINTS	44,677	38,538	83,215							
M & A	PRINTS	-	38,700	38,700							
GRAPHICS	PRINTS	6,142	8,235	14,377							
8 x 10 ENLARGING	NEGATIVES	24	77	101							
	PRINTS	130	176	306							
MOTION PICTURE	FEET	37,456	141	37,597							
COLOR LABORATORY	PRINTS	1,397	75	1,472							
COMPOSING	PAGES	201	85	286							
LINOTYPE COMPOSITION	PAGES	93	90	183							
PROOFREADING	PAGES	800	174	1,063							
OFFSET CAMERA	NEGATIVES	2,111	397	2,508							
	NEGATIVES	1,680	438	2,118							
LAYOUT	LAYOUTS	892	576	1,468							
PLATEMAKING	PLATES	714	570	1,284							
OFFSET	PLATES	1,153	151	1,304							
	IMPRESSIONS	837,463	72,170	909,633							
MULTILITH	PLATES	8,054	3,290	11,344							
	IMPRESSIONS	4,901,603	576,615	5,478,218							
DAVIDSON	PLATES	4,385	3,869	8,254							
	IMPRESSIONS	156,202	213,802	370,004							
LETTERPRESS	FORMS	108	73	181							
	IMPRESSIONS	181,557	59,100	240,657							
MIMEOGRAPH	STENCILS	298	2,189	2,487							
	IMPRESSIONS	25,409	1,383,860	1,409,269							
DITTO	MASTERS	1,383	974	2,357							
	IMPRESSIONS	91,296	44,118	135,414							
MACHINE ASSEMBLING	Sheets	835,785	745,993	1,581,778							
HAND ASSEMBLING	Sheets	415,992	394,289	810,281							
FOLDING	Sheets	654,061	89,075	743,136							
DISTRIBUTION	UNITS	-	-	-							
BATCH SYSTEM	BATCHES	1,114	431	1,545							
	IMPRESSIONS	90,070	214,767	304,837							
NIS	SECTIONS										
	PAGES										
CORRECTIVE ACTION TAKEN OR NECESSARY			NECESSITY FOR OVERTIME WORKED			EXPLANATION OF MISSED DEADLINES			DESCRIPTION OF UNUSUAL JOBS		
(31)											